

# COMMUNITY COLLEGE OF VERMONT

## ACADEMIC CENTER CLOSURE AND INCLEMENT WEATHER POLICY

*See also:*

*Emergency Notification Procedures*

*Credit Hour Policy*

March 2, 1995

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### POLICY

This policy and associated procedures will be applied when there are health or safety conditions that necessitate the temporary closing of any academic center. The President has the authority to decide whether to close any or all centers for any length of time. A Regional Director or the Dean of Administration or the Dean of Academic Center Administration may decide to close an individual center for up to 24 hours. CCV employees are encouraged to use their judgment about travel conditions that may jeopardize the personal health or safety of those who are traveling to or using the academic center.

### PROCEDURES

1. The President or Regional Director of an academic center decides if health or safety conditions, including inclement weather, require closing the center.
2. Academic center staff will follow any center-based procedures for canceling classes in the event of a center closure as well as the college-wide [Emergency Notification Procedures](#).
3. Staff, faculty, and students will be notified of closures (i.e., center closures, delayed openings and/or early releases) through the RAVE system and the CCV website. Employees and students are expected to keep their contact information current in appropriate systems (e.g., UKG for employees, CCV Portal for students) to receive emergency text messages, phone calls, and emails.
4. When an academic center is closed and operational circumstances warrant it, remote-ready employees may be asked to work from home or other CCV location.
5. When the closure of an academic center results in the cancellation or reduction of instructional time, faculty are expected to work with their coordinators of teaching and learning (CTL) to ensure that the missed class time is re-scheduled and conducted in compliance with the College's Credit Hour Policy.
6. If an academic center remains open, but an individual staff member judges that it would be unsafe to travel to or work at the center, they will notify their first line supervisor

about their concerns and will make appropriate arrangements to use accrued time-off, work remotely, or otherwise make up work time missed.

7. If an academic center remains open, but an individual faculty judges that it would be unsafe to travel to the center to conduct their class, they will work with their CTL to determine how the missed time will be re-scheduled and conducted in compliance with the Credit Hour Policy.
8. Faculty should follow the [Emergency Notification Procedures](#) for individual class cancellation, which outlines the process for notifying Coordinators of Teaching and Learning when inclement weather and/or other emergencies arise. In all cases, faculty should report a cancellation to the College no less than two hours in advance of the class.